

Easy Does It!

Working Things out with a Resolution Facilitator

An Objective Third Party

The Resolution Facilitator assists in resolving differences over any educational services and issues between parents, educators or other involved parties. If differences arise, open discussion is the logical first step toward resolution. An objective third party can help smooth out the rough spots and speed you toward a successful conclusion.

The *Resolution Facilitator* is that objective third party. It's the best way to start resolving differences before formal proceedings provided by the Iowa Code.

Trained In Mediation

All resolution Facilitators must be trained in mediation. Most receive training in mediation by the Conflict Resolution Center of Iowa. However, others who have formalized mediation training may also provide services.

The Resolution Facilitator may be a neutral party from within the area education agency (AEA) or, if necessary, someone from outside the AEA. The local AEA provides these services at no cost to parents or educators.

Available On Request

Parents or educators may request Resolution Facilitator service any time. However, availability of services is strictly at the discretion of the AEA.

****Simple Form Attached**

The first step in obtaining Resolution Facilitator services is to fill out and return the attached request form. The form asks for information regarding the problem, facts, and your solution is acceptable. Send your form or letter to the local AEA office.

***To expand on your answers, please attach additional pages. If you do not wish to fill out the form, a simple letter addressing the problem, facts, and your solution is acceptable. Send your form or letter to the local AEA office.

Seek Common Ground Solutions

The AEA will arrange a meeting between the parties involved. The Resolution Facilitator will preside over that meeting and help both parties seek common ground solutions.

If the meeting is successful, the parties will devise and implement a plan acceptable to all. No further action will be required. However if the parties cannot agree on an appropriate course of action, they may proceed to other processes.

For more information or assistance in filling out this form, contact:

- Your AEA Director of Special Education
- Your local AEA Parent-Educator Connection Program

Request for Resolution Facilitator

I, _____ am requesting a Resolution Facilitator.

Name of Child or Educator Involved

Address of the Child or Educator

Child's or Educator's resident district, school and AEA
(And district and/or AEA child attends if different)

Parent's or Educator's Name

Parent's or Educator's Address

Parent's or Educator's Phone Number

Describe the following
(Use additional sheets of paper if needed)

The nature of the problem:

The facts of this case relating to the above problem:

Your Proposed resolution of the problem.

I hereby swear that the foregoing is the full truth, as I know it.

Address, phone number, and title of person filing request if not parent (for example:
superintendent, principal, attorney, etc.)

Signature